



JOB OPENING: ASSOCIATE COUNSEL

WITH: TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES, OFFICE OF THE GENERAL COUNSEL

LOCATIONS: DICKSON COUNTY DCS OFFICE, DICKSON, TENNESSEE

We are currently accepting resumes for an Associate Counsel position within Tennessee's Department of Children's Services. The position is housed in our Dickson County DCS office in Dickson, Tennessee. The position is deemed executive service and will be eligible for full state employee benefits. Working hours will be determined by applicable workload as need but will adhere to hours agreed upon by the employee and supervisor. Salary will be based on qualifications and years of experience.

The Associate Counsel position requires representation of the Department of Children's Services in various Judicial proceedings focusing on the area of child welfare law. It further requires consultation with and advisement of DCS staff in a number of areas that would require analysis of applicable law and DCS policies. It also includes responsibility for a variety of duties including drafting legal documents, preparation for hearings, reviewing and responding to subpoenas, and providing periodic trainings for DCS staff. Some travel is required for court appearances and various meetings. You must be licensed to practice law in Tennessee and be in good standing with the Board of Professional Responsibility.

To express your interest in this Associate Counsel position, please send a resume to Sophia.Crawford@tn.gov. For questions or additional information about these positions, you may contact Ms. Crawford or Kelly Keylon at Kelly.Ann.Keylon@tn.gov as well.

The State of Tennessee is an equal opportunity employer